

SST Process Roles and Responsibilities

Team Leader

- ◆ Consult with ARC as requested
- ◆ Consult with OSI as requested
- ◆ Contact principal of school
 - schedule Initial Visit (IV)
 - answer questions
 - identify any scheduling concerns and schedule two days for Initial Visit
 - ◆ target date for completion of all IVs is Jan. 10, 2006

Initial Visit (two days, maximum)

- ◆ Review Documents
 - Division Practices Self Study
 - School Improvement Update Self Study
 - Accreditation Report
 - AYP Report
 - School Improvement Plan
 - Report of Findings from 04-05
 - Final Report from 04-05 (if available)
 - Grant Award data (Title I through V applications are central office documents)
- ◆ Interviews
 - principal, school improvement planning team, teachers (random)
- ◆ Prepare Preliminary Report

- complete and provide a copy to:
 - ◆ principal (hard copy)
 - ◆ ARC (electronic copy)
 - ◆ OSI (electronic copy)
- ◆ Serve as Team Leader to provide level of technical assistance as determined appropriate by OSI